

**CPAC Title IX Workgroup**  
Thursday March 7, 2019  
1:30 PM-3:30 PM  
DE State Police Museum, Dover, DE 19901

**Meeting:** The Child Protection Accountability Commission (CPAC) Title IX Workgroup was called to order at 1:35 p.m. on March 7, 2019 at DE State Police Museum, Dover, DE by Co-Chair Maureen Monagle.

**Attendees:**

Jennifer Donahue, IC/OCA	Abigail Layton, Attorney General's Office/DOJ
Bonnie Dixon, DOE	Joey Melvin-SRO Georgetown Police Dept.
Maureen Monagle, DVCC	Adrienne Owen, DE State Police
Brian Moore, DOE	Jennifer Perry, IC/OC
Al Volpe, Appoquinimink School District	

**Agenda Topics**

- I. **Welcome and Introductions:** Everyone was welcomed to the meeting.
- II. **Approval of meeting minutes:** Co-Chair Maureen Monagle asked for the committee members to review the meeting minutes from January 23, 2019. Al Volpe made a motion and was seconded by Joey Melvin to accept the meeting minutes. Motion passed.
- III. **Summarize and Compare Current Practice, DE Regulation and Title IX:**
  - a. Co-Chair Jennifer Donahue discussed if CPAC meets Title IX communications. The process needs to be formalized to meet compliance. The MOU was discussed and number of years in existence. Brian Moore stated that the goal of this group is to create a best practice process document and to provide training in order to be in compliance with Title IX. Brian Moore stated that currently Appoquinimink and Red Clay have representation on the committee. Brian Moore stated that currently school resources officers and ombudsman are also included on the committee because at the end of the day the focus is how law enforcement is going to work with the schools on this issue. It was discussed how sex abuse cases need to keep all agencies involved with the investigation. Brian Moore talked about different scenarios involving sex offenses and why there is confusion with all parties involved.
  - b. Al Volpe discussed how the Districts only have 3 days to initiate an investigation and 7 days to complete it, which is different than what MOU states. Joey Melvin discussed having a scale of offenses so Districts would be compliant with MOU.
  - c. Co-Chair Jennifer Donahue discussed DFS and CAC Interviews

- d. Workgroup would like to build a flow chart from beginning to end of an investigation. Lay out clearer instructions for School-SRO-AG's Office.
- e. Workgroup discussed problem with reporting to DFS when an incident occurs. Co-Chair Jennifer Donahue announced DFS is aware of the problem. The Workgroup proposed having DFS on the committee and Deb Colligan will be invited to next meeting.
- f. Workgroup discussed OCR Reporting Requirements, clarifying what cases should follow MOU, compromising criminal investigations, obtaining basic critical facts in case testimony is needed, training needs, & DFS protocols.
- g. Adrienne Owen discussed Child on Child, Teen on Teen sexual offenses

**IV. Other updates/discussion:**

- a. Workgroup suggested inviting Mark Gaglione, DSP Troop 3, Jeff Horvath, Police Chief's Council, & RL Hughes, Georgetown Police Department to next meeting.
- b. Management Reporting Training-Can CPAC be added to this training?
- c. New SRO Trainees-Joey Melvin will include pertinent information in packet

**V. Next Steps:** The next steps are as follows:

- i. Develop scale/checklist
- ii. Make scale/checklist simple-user friendly
- iii. Adrienne Owen & DOJ to create flow chart for Schools & SRO's on MOU guidelines and what applies to schools.
- iv. Jennifer Donahue to set up small meeting with Diana Dunn, Trenee Parker, Adrienne Owen, Joey Melvin, Abigail Layton, Jennifer Perry, Maureen Monagle for March 29<sup>th</sup> at DSP Museum from 1:00pm-3:00pm to work on streamlining the process to meet MOU compliance.
- v. Run by CPAC before we roll out for summer training
- vi. Make sure all moving parts are accurate and obtainable by summer roll out.

**VI. Public Comment:** None

**VII. Future Meeting Dates:** Small law enforcement Group- March 29<sup>th</sup> from 1:00pm-3:00pm at the DE State Police Museum  
Other Meetings: Full CPAC Title IX Workgroup-May 15<sup>th</sup> from 1:30pm-3:30pm at the DE State Police Museum

A motion was made by Brian Moore and seconded by Al Volpe at 3:10 p.m. to adjourn the meeting. Motion passed.